



UIM/ Business Transition and Training  
Department of Workforce Development

# **Uplink** **Large Scale Employer** **Separations**


**Prepared by**  
**UIM Business Transition**  
**and Training Team**

Through Uplink Employer Self Service you now have access to enhanced services 24/7.

This web-based initiative from the Indiana Department of Workforce Development will allow you to access and maintain your state unemployment tax account easily and at your own convenience.

The Large Scale Employer Separation software is a user friendly way for an employer to establish an online profile for each period of layoff or shutdown.

To get started you sign on to ESS at [www.in.gov/dwd](http://www.in.gov/dwd) and access the Large Scale Employer Separation software.



UIM/ Business Transition and Training  
Department of Workforce Development

## LSES Advantages

- Reduced / Eliminated Fact Finding
- Faster Payments
- Reduced questions from employees


What are the advantages of using this online application?

One of the biggest advantages to you is if you provide the income prior to the layoff, the agency should not have to contact you concerning deductible income.

This means the number of contacts an employer receives from the agency will be greatly reduced. In the past, you could have received literally hundreds of individual requests for income related issues.

Now, by using the online application, you can provide the department with that information up front and contained in one file.

This will lead to more timely payments to the claimant, which leads to reduced questions from the employee to you the employer.



UIM/ Business Transition and Training  
Department of Workforce Development

## CSV Files

- Universal file format
- Works with Excel and other spreadsheets
- Not dependent on the version of software
- Virtually any software can create a CSV file

The secret to this program is that the wage report downloaded to you is in CSV format.

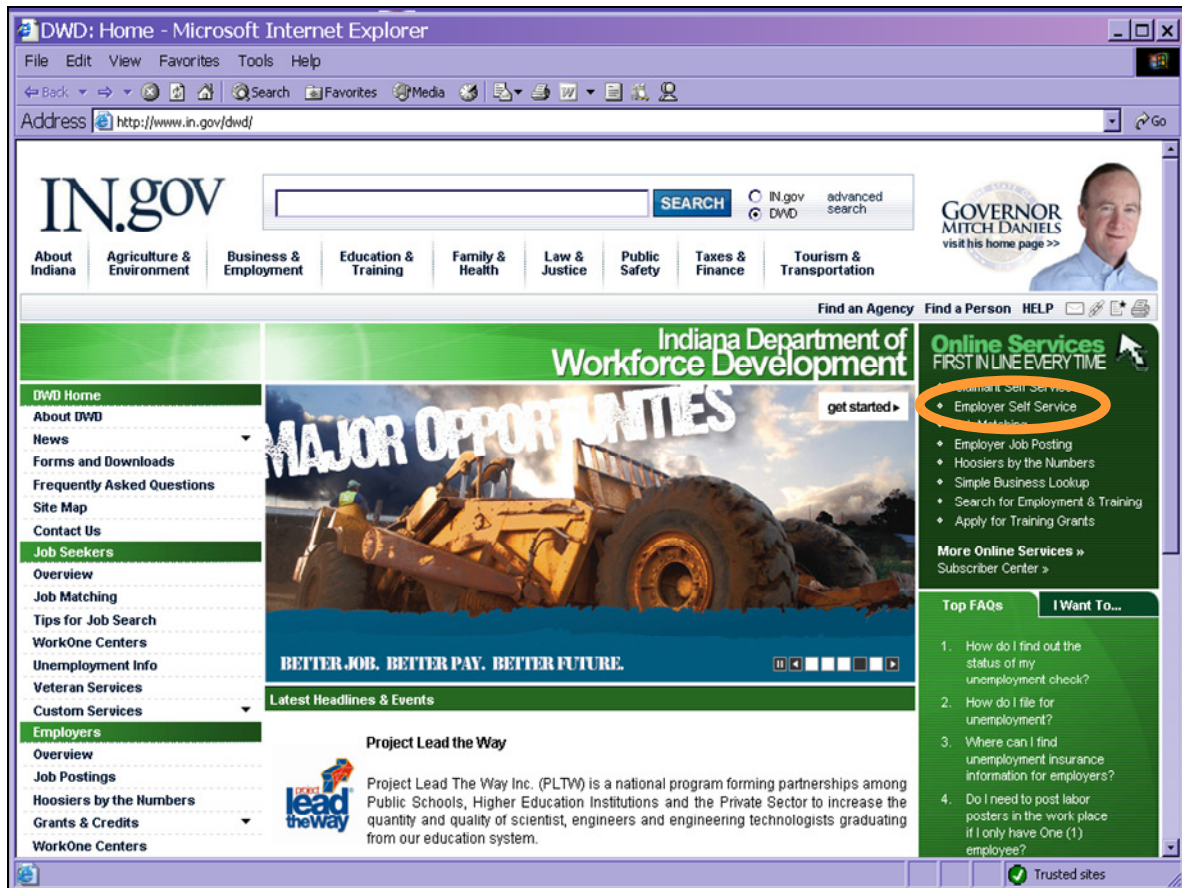
CSV stands for Comma Separated Value.

This is a universal format. It works with any type or version of spreadsheet software.

Sound easy enough?

Let's get started.

Slide 4

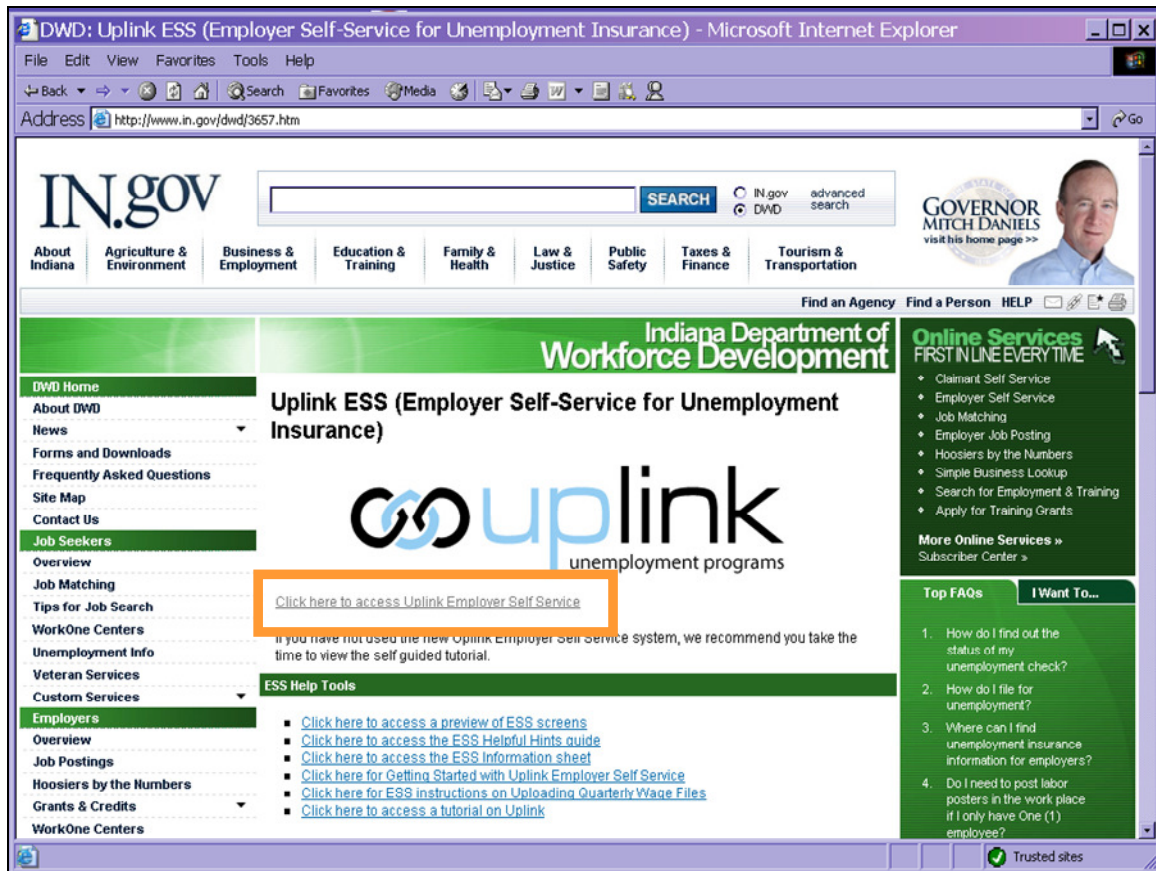


How do you access the Large Scale Employer Separation screen?

First, you must access the Uplink ESS system.

The easiest way is to click on the Employer Self Service link on the right hand side of the screen.

Slide 5



Click on the link in the center of the screen to access the ESS (Employer Self Service system).

Slide 6

Good Morning Wednesday, May 30, 2007 [Help](#) | [Contact](#) | [Resources](#)

## EMPLOYER SELF SERVICE LOGON

**INDIANA WORKFORCE DEVELOPMENT**

**Please Logon**

Fields marked with an asterisk \* are required.

Username \*

Password \*

[New User?](#) [Forgot Password?](#) [Forgot Username?](#)

**Important Information**

Welcome to the Indiana Department of Workforce Development Employer Self Service Website. The following capabilities are currently available to employers:

- Registration
- Profile Maintenance
- Quarterly Reporting
- Payment Processing
- Data Review

As some browser buttons can cause unexpected results, please do not use the BACK button or any other external browser buttons. Use only the navigation buttons provided within Uplink. Also, Uplink does use some pop up windows to display certain information such as help content and various other links. Most pop up blocker programs allow you to hold down the ctrl key on your keyboard while clicking a link, to allow a pop up window to open.

On the logon screen, you will enter your Username and Password that you previously created in the Employer Self Service (ESS) system and then click on the *Logon* button.

Slide 7

Good Afternoon Ellen Tuesday, May 29, 2007 [Help](#) | [Contact](#) | [Resources](#) | [Logoff](#)

## EMPLOYER SUMMARY

**Doing Business As :** **Business Type :** Corporation For Profit

**Profile Information** **Smart Links**

Primary Address [IWT Payment Due](#)

Current Year : Rate 2007 : 2.7%

Liabe Date 10/01/2005

Status Active

Status Date 10/01/2005

Business Activity Specialized Freight (except Used Goods) Trucking,

**Recent Payments**

Payment Date	Payment Amount	Payment Type
04/30/2007	\$ 189.00	Electronic Check
06/01/2006	\$ 6.30	Manual Check
05/08/2006	\$ 189.00	Manual Check
03/22/2006	\$ 189.00	Manual Check

**Quarterly Report Summary**

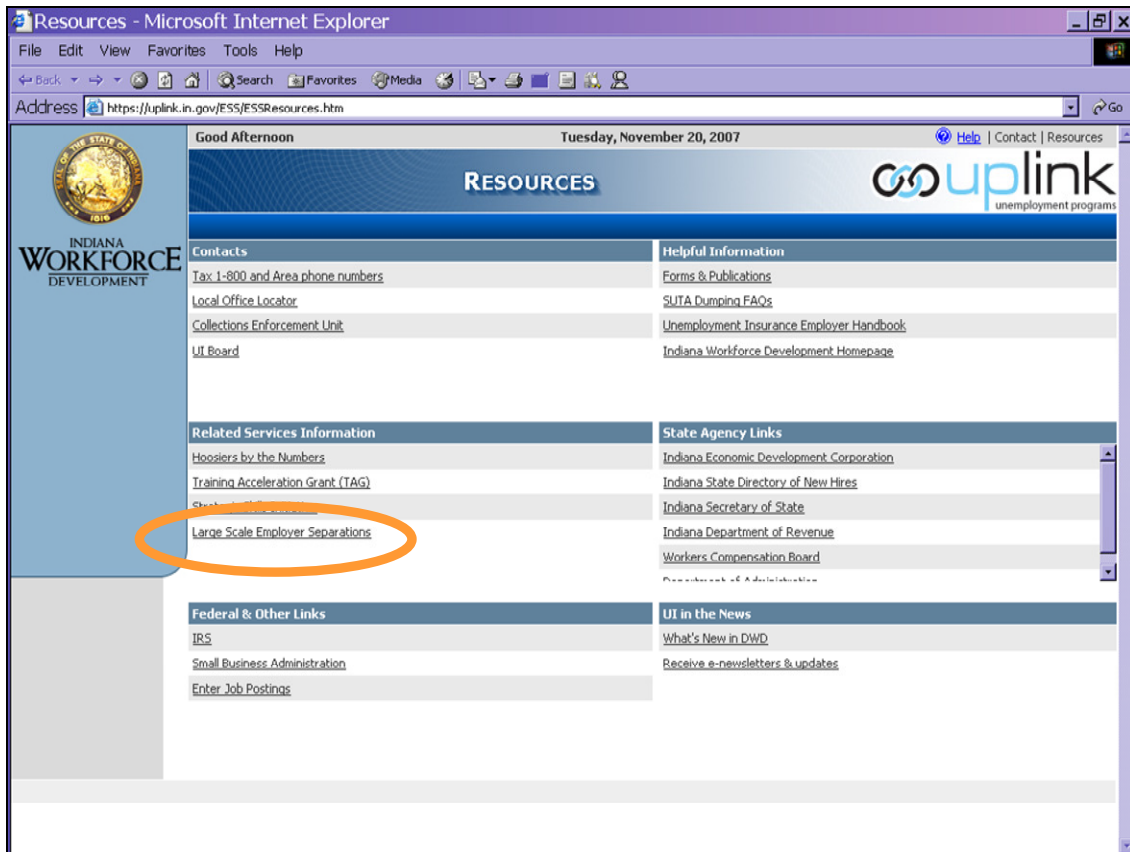
Qtr/Year	Total Wages	Taxable Wages	Contr Due	Contr Pd	Interest Due	Interest Pd	Penalty Due	Penalty Pd	Other Due	Other Pd	Balance
1/2007	\$ 19,188.00	\$ 7,000.00	\$ 189.00	\$ 189.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4/2006	\$ 19,318.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3/2006	\$ 19,318.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2/2006	\$ 19,318.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1/2006	\$ 19,430.00	\$ 7,000.00	\$ 189.00	\$ 189.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4/2005	\$ 7,500.00	\$ 7,000.00	\$ 189.00	\$ 189.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Your Employer Summary page is displayed.

You will need to click on the *Resource* link in the upper right section of the screen to access the Large Scale Employer Separations menu.



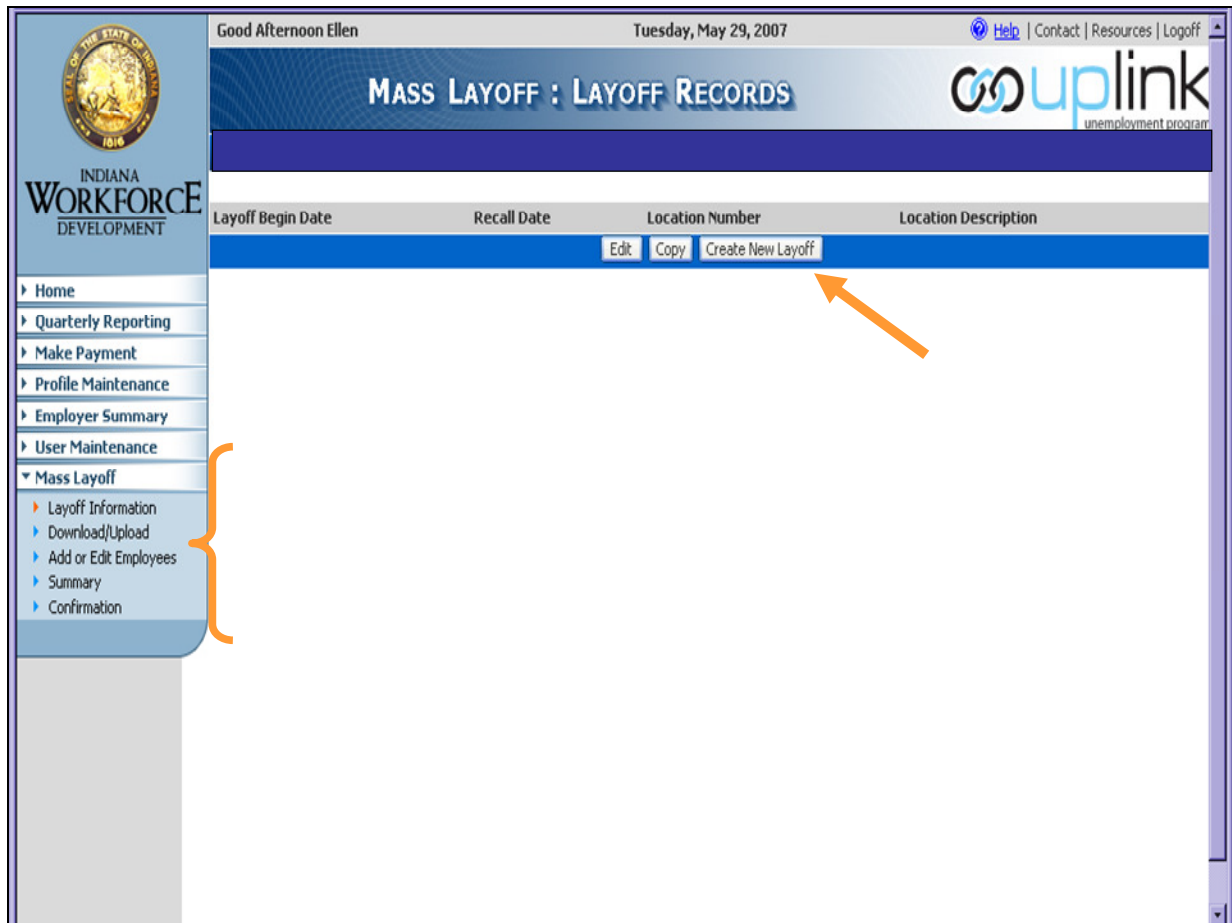
Slide 8



The link for the Large Scale Employer Separation program is found in the left hand column under the *Related Services Information* heading.



Slide 9



The Mass Layoff option, located on the left hand navigation bar, has a drop down menu with five options.

If prior layoffs had been entered into the system, they would be listed on this screen.

Since there are no lay off records shown on this screen, this will be your first entry into the LSES screens.

Click on *Create a New Layoff* to get started.

Slide 10

Good Afternoon Ellen Tuesday, May 29, 2007 Help | Contact | Resources | Logout

## MASS LAYOFF : LAYOFF INFORMATION

Fields marked with an asterisk \* are required.

Please provide the following information pertaining to the layoff.

Layoff begin date \* 06/22/2007 (mm/dd/yyyy)

Return to work date \* 08/06/2007 (mm/dd/yyyy) OR ☐ Permanent ☐ Indefinite ☒ Use Date

Location affected View Locations

In the event more information is needed, please provide the contact information.

Contact person name \* Kathy Smith

Phone number \* 574-111-2222 (999-999-9999)

Email address \* ksmith@xyz.net (xxx@yyy.zzz)

Fax number (999-999-9999)

Click the "Next" button to either download a list of employees on the wage report or upload layoff information [Next](#)

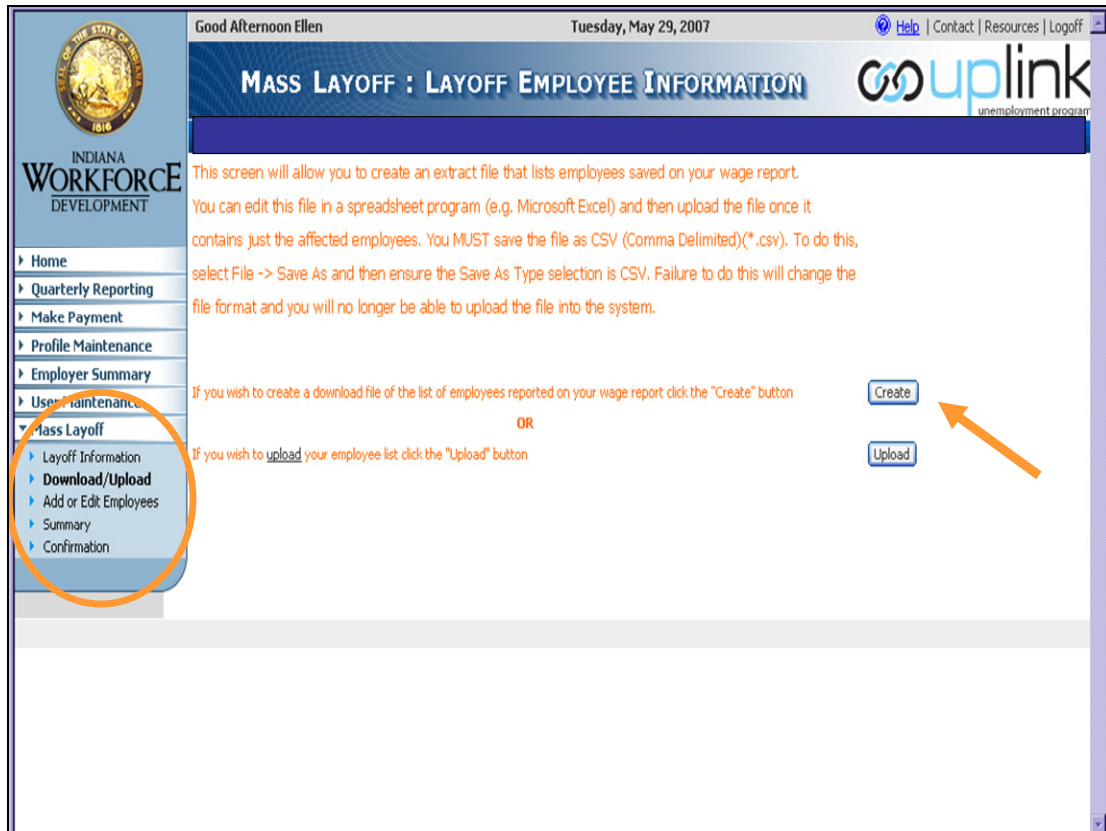
On this screen you enter information to create the layoff profile.

To enter a date, you can either manually type it in, using the correct format, or use the calendar icon.

Keep in mind the orange asterisks indicate mandatory fields.

Once all the information has been entered, click on the *Next* button.

Slide 11



Notice as you move through the screens, the drop down menu on the left side navigation bar will **BOLD** the item you are currently viewing.

You can tell at a glance how far you have progressed through the screens.

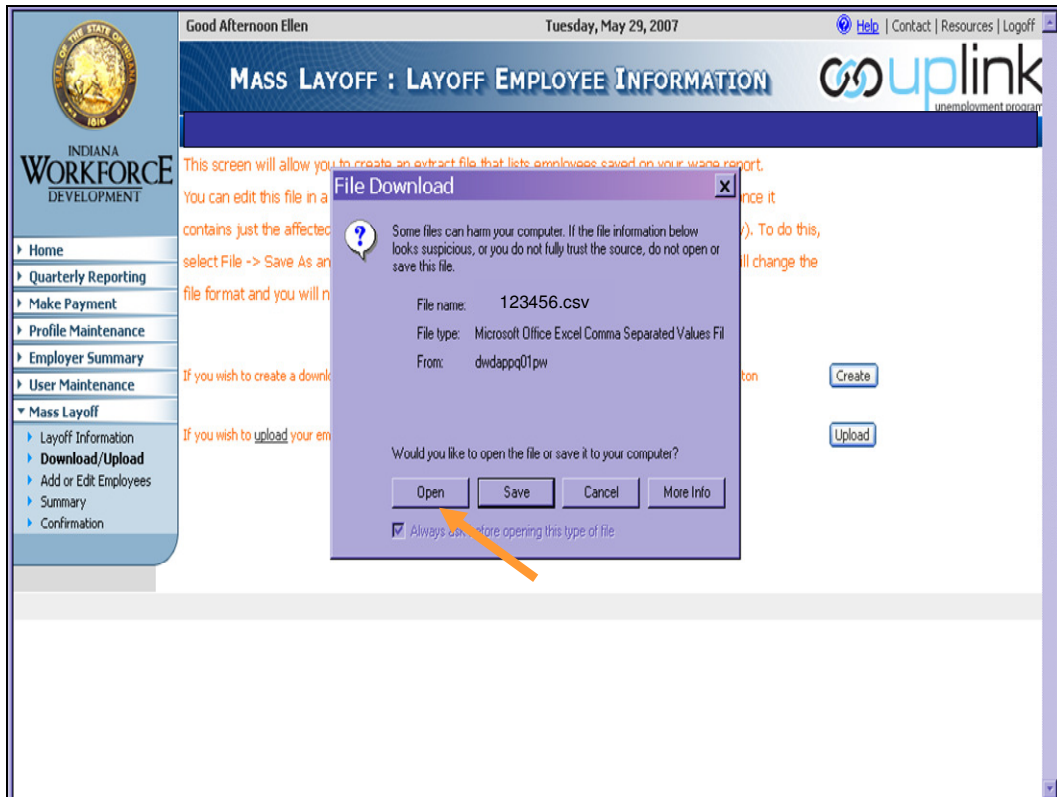
Notice on this screen print Download/Upload is shown in **BOLD** font.

This screen gives you the option to either Create the employee listing or Upload it.

You must first create the report and save it before it can be uploaded.

Let's click on *Create*.

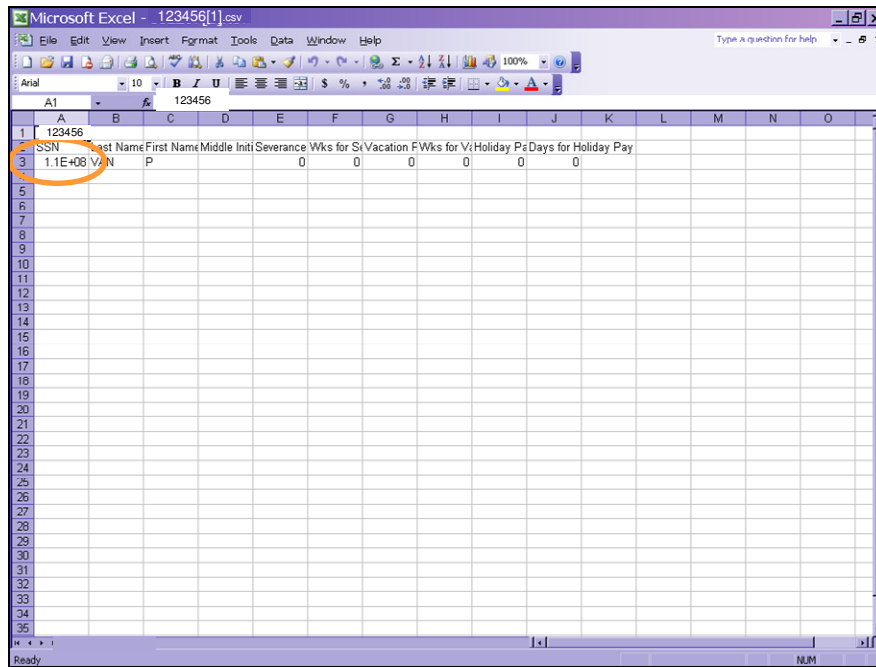
## Slide 12



Once you click on *Create*, the File Download window is displayed.

Click *Open* and an entire list of your employees from your most recent quarterly wage file will be displayed.

## Slide 13



The screenshot shows a Microsoft Excel window titled "Microsoft Excel - 123456[1].csv". The spreadsheet has columns labeled A through O and rows numbered 1 through 35. The data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	123456														
2	SSN	Last Name	First Name	Middle Init	Severance	Wks for St	Vacation	F Wks for V	Holiday	P	Days for	Holiday Pay			
3	1.1E+06	V	N	P		0	0	0	0	0	0				
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															
27															
28															
29															
30															
31															
32															
33															
34															
35															

Your most recently filed quarterly wage record will be downloaded into whichever spreadsheet software you use (such as Microsoft Excel, Lotus 123).

Edit the spreadsheet to show only those employees affected by this particular layoff. Everyone else needs to be deleted from this report.

If you lay someone off that was hired since you submitted your last quarterly report, they will need to be added to this spreadsheet. To add a new employee, enter the social security number and their name to the bottom of this listing.

The easiest place to edit the employee listing is from this spreadsheet. By using the scroll bar on the right side of the screen you can scroll through the entire employee listing.

**Please notice** the scientific formula of the SSN column. This is due to the fact that when the file is downloaded to you, the social security number column is not wide enough to view the entire number.

To expand the column to the proper width, place your cursor on the cell separator line between Column A and Column B. Left click and hold your mouse down and drag the cell separator line to the right until the entire social security number is visible.

## Slide 14

Microsoft Excel - 123456[1].csv

File Edit View Insert Format Tools Data Window Help

10 Arial

1	2	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	123456														
2	SSN	Last Name	First Name	Middle Initial	Severance	Wks for SV	Vacation	H-Wks for V	Holiday	P4	Days for Holiday	Pay			
3	111111111	VAN	P		0	0	0	0	0	0	0				
4	999999999	REED	R		0	0	250	1	0	0					
5	000000000	YINVO	A		0	0	500	2	0	0					
6	777777777	BAT	E		0	0	0	0	64	1					
7	666666666	COBB	S		0	0	0	0	97	1					
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															
27															
28															
29															
30															
31															
32															
33															
34															
35															

Ready

Keep in mind that some social security numbers start with zeros. The leading zeros in the social security number will automatically be suppressed, even after you expand the width of the column.

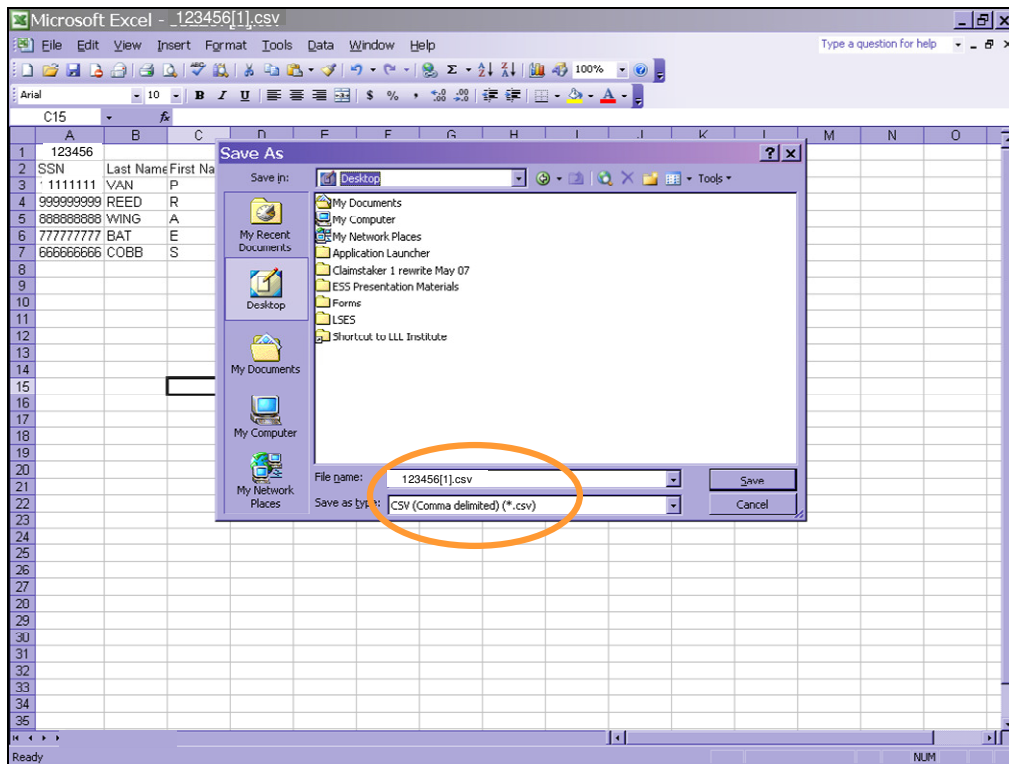
Not to worry. When you upload the file back to the Department, the leading zeros will be part of the social security number.

If anyone on the spreadsheet has or will receive any type of severance, vacation or holiday pay, complete the appropriate columns showing the gross amount of the payment and how many weeks or days the payment will cover.

**Please note** holiday pay is shown in days but severance and vacation pay are listed as weeks. Any portion of a week is rounded up for vacation or severance pay. For example, if you paid someone three days vacation pay, it will be shown as one week. But the gross amount will reflect the actual payment.

Once you have a complete listing of the affected employees and have indicated the gross amount of the vacation, holiday or severance pay, you are ready to save the file.

## Slide 15



The Save As box will default to the CSV format. You need to make certain you maintain that format.

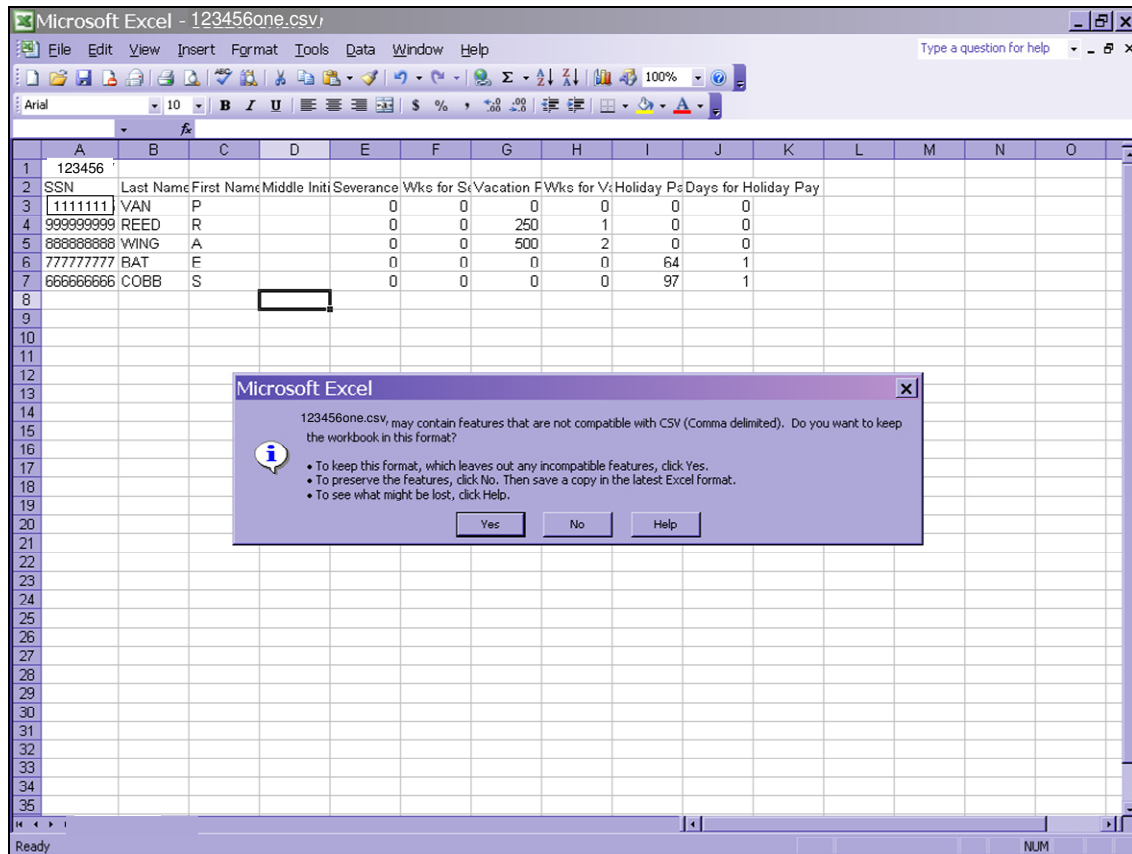
Why?

This assures when you upload the file back to the department, it will be in the correct format.

Click **Save**.



## Slide 16



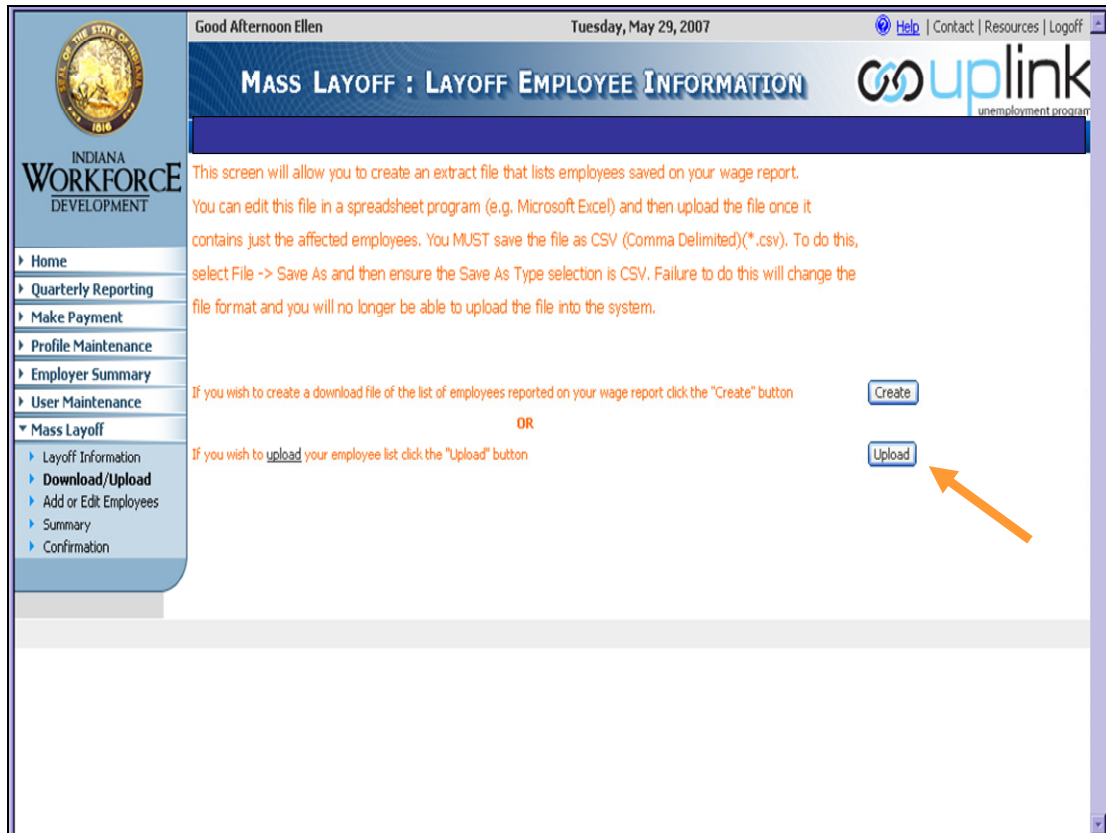
Once you click on the Save button, this pop up window is visible asking if you want to maintain the file in CSV format.

You will be asked this multiple times.

You need to click Yes, each time, to assure the saved file will remain in the correct CSV format.

When the spreadsheet software closes, you will be taken back to the Layoff Employee Information screen.

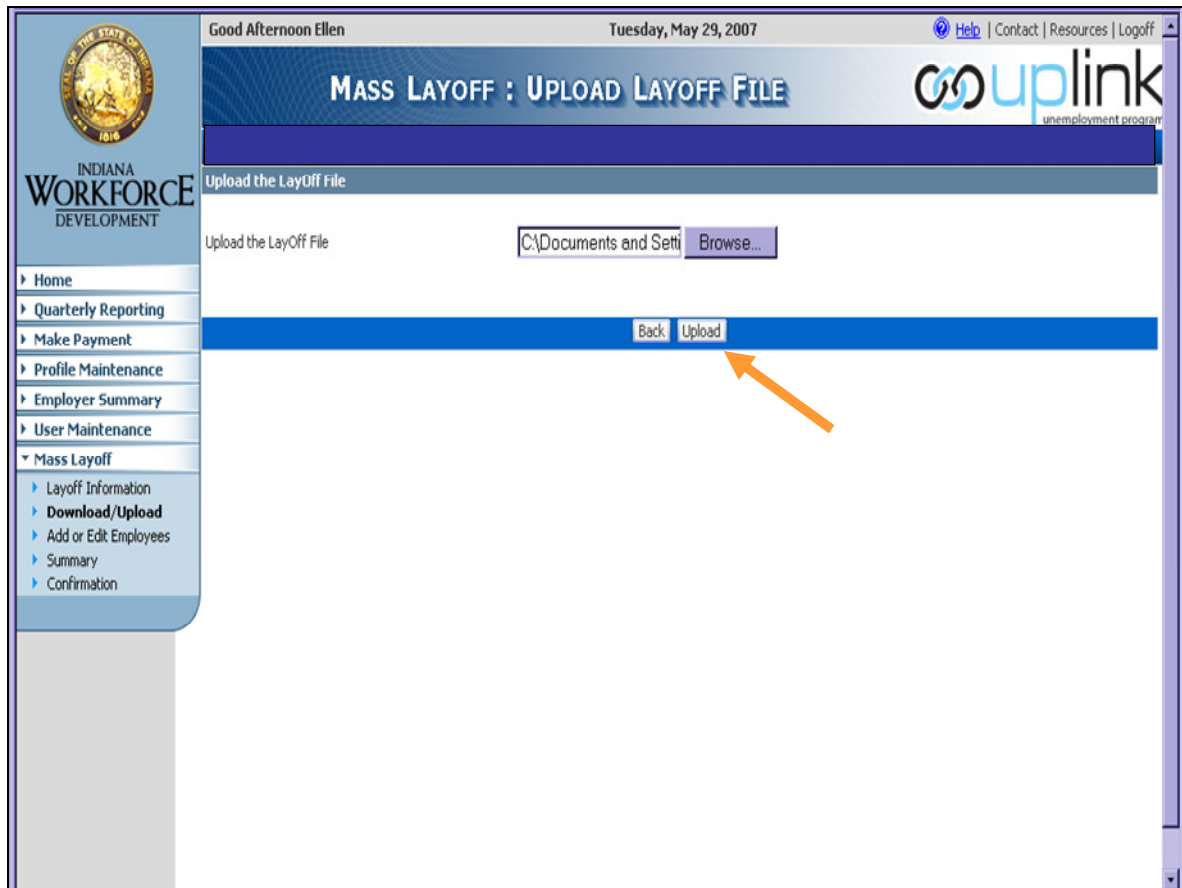
Slide 17



You are now ready to start the process to upload the spreadsheet to the Department of Workforce Development.

Click on *Upload*.

Slide 18



You will need to click the Browse button to locate your saved file.

Once you have located the file, click on it and address window will populate with the address.

You are now ready to upload the file.

Click on *Upload*.

## Slide 19

Good Afternoon Ellen      Tuesday, May 29, 2007      [Help](#) | [Contact](#) | [Resources](#) | [Logout](#)

### MASS LAYOFF : SUMMARY

**uplink**  
unemployment program

Please review the following to ensure all the Claimants have been added.  
To delete a claimant click on the checkbox.  
Use the "Print" button to create a list of the employees in the layoff.  
Click "All" to print a list of all of the employees in the layoff, or a letter for just the employees with a last name starting with that letter.

[Print](#)

Click to display Names starting with the letter  
**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All**

Delete	SSN	Last Name	First Name	Severance		Vacation		Holiday	
				Pay	Number of Weeks	Pay	Number of Weeks	Pay	Number of Days
<input type="checkbox"/>	777777777	BAT	E	0.00	0	0.00	0	64.00	1
<input type="checkbox"/>	666666666	COBB	S	0.00	0	0.00	0	97.00	1
<input type="checkbox"/>	999999999	REED	R	0.00	0	250.00	1	0.00	0
<input type="checkbox"/>	001111111	VAN	P	0.00	0	0.00	0	0.00	0
<input type="checkbox"/>	888888888	WING	A	0.00	0	500.00	2	0.00	0

Select employees from the list above and click "Remove" to remove employees from the layoff list      [Remove](#)  
To add employees that are NOT in the above list, or to edit employees in the list, click the "Edit" button      [Edit](#)  
To finalize and submit the layoff information click the "Next" button      [Next](#)

This is the summary screen of the uploaded file.

If it is a case that you need to add or edit employee data, click on the hyperlink of the individual letter of the employees last name.

From this screen, you can remove or edit employees that were included in this layoff record.

You can also print a list of the affected employees.

Keep in mind you can only see a limited number of employees on this screen at one time. For that reason, it is easier to make your corrections on the spreadsheet itself and then upload the corrected file.

Slide 20

Good Afternoon Ellen Tuesday, May 29, 2007 Help | Contact | Resources | Logoff

## MASS LAYOFF : ADD OR EDIT EMPLOYEES

To add an employee please complete the following information.  
To edit an employee please enter the SSN and select Search.

Fields to complete:  
First Name: \*  
Severance Pay: 0.0 Number of Weeks: 0  
Vacation Pay: 250.0 Number of Weeks: 1  
Holiday Pay: 0.0 Number of Days: 0

Buttons: Save, Clear Screen

Manually type in SSN →

Successfully added employees								
SSN	Last Name	First Name	Severance		Vacation		Holiday	
			Pay	Number of Weeks	Pay	Number of Weeks	Pay	Number of Days
666666666	COBB	S	0.00	0	0.00	0	97.00	1
999999999	REED	R	0.00	0	250.00	1	0.00	0
001111111	VAN	P	0.00	0	0.00	0	0.00	0
888888888	WING	A	0.00	0	500.00	2	0.00	0

When finished adding and editing employees click the "Finished" button


Finished

There are a couple of ways to locate an employee.

You can manually type the social security number in the Employee social security number field and click on the *Search* button.

Or you can locate the employee in the detailed listing on the bottom half of the screen and click on the individual's social security number link.

## Slide 21



INDIANA  
WORKFORCE  
DEVELOPMENT

- Home
- Employer Summary
- Profile Maintenance
- Quarterly Reporting
- Make Payment
- User Maintenance
- Mass Layoff
  - Layoff Information
  - Download/Upload
  - Add or Edit Employees
  - Summary
  - Confirmation

Good Afternoon Ellen

Tuesday, May 29, 2007

[Help](#) | [Contact](#) | [Resources](#) | [Logout](#)

## MASS LAYOFF : SUMMARY

**coup**link  
unemployment programs

Please review the following to ensure all the Claimants have been added.  
To delete a claimant click on the checkbox.  
Use the "Print" button to create a list of the employees in the layoff.  
Click "All" to print a list of all of the employees in the layoff, or a letter for just the employees with a last name starting with that letter.

[Print](#)

Click to display Names starting with the letter  
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Delete	SSN	Last Name	First Name	Severance		Vacation		Holiday	
				Pay	Number of Weeks	Pay	Number of Weeks	Pay	Number of Days
<input type="checkbox"/>	666666666	COBB	S	0.00	0	0.00	0	97.00	1
<input type="checkbox"/>	555555555	JONES	R	0.00	0	0.00	0	150.00	1
<input type="checkbox"/>	999999999	REED	R	0.00	0	250.00	1	57.00	1
<input type="checkbox"/>	333333333	RICE	R	0.00	0	1,000.00	2	0.00	0
<input type="checkbox"/>	444444444	SMITH	R	0.00	0	0.00	0	150.00	1
<input type="checkbox"/>	001111111	VAN	P	0.00	0	0.00	0	0.00	0
<input type="checkbox"/>	888888888	WING	A	0.00	0	500.00	2	0.00	0

Select employees from the list above and click "Remove" to remove employees from the layoff list

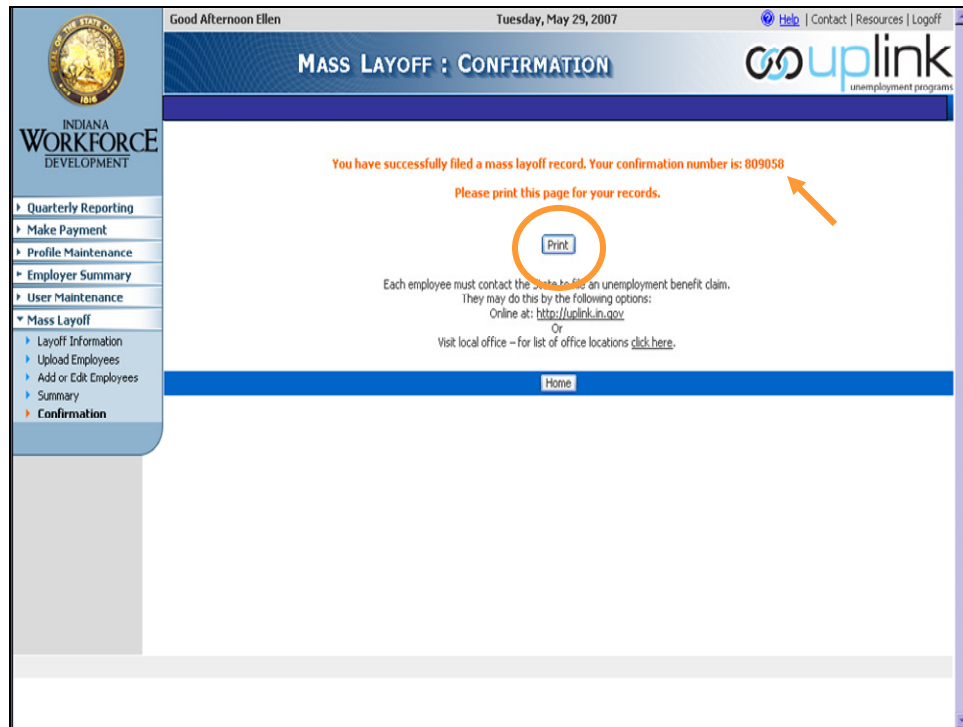
To add employees that are NOT in the above list, or to edit employees in the list, click the "Edit" button

To finalize and submit the layoff information click the "Next" button

[Remove](#)  
[Edit](#)  
[Next](#)

Once your data for this layoff is correct and complete, click on *Next* to finalize and submit the layoff report.

Slide 22



This is your confirmation page that you have successfully submitted a layoff record.

We encourage you to print this page as it contains your confirmation number.

You can access your Home Page by clicking on the *Home* button or click on the *Logoff* button to exit the system.




Slide 23



This is what the Mass Layoff screen looks like after you have accessed the system and completed the data entry.

This particular employer has entered two records.

You would have the ability to copy an existing layoff record up to 60 days past the original layoff date.



UIM / Business Transition and Training  
Department of Workforce Development

**~ Uplink LSES Assistance ~**

**Jeremie Dexter 317-232-0648**  
[jadexter@dwd.in.gov](mailto:jadexter@dwd.in.gov)

**Carol Hunter 317-232-7385**  
[chunter@dwd.in.gov](mailto:chunter@dwd.in.gov)

**Josh VandeVoort 317-233-9322**  
[jvandevoort@dwd.in.gov](mailto:jvandevoort@dwd.in.gov)

Thank you for your interest in the Large Scale Employer Separation Uplink system.

If you need further information, please contact Jeremie Dexter, Carol Hunter, or Josh VandeVoort at the phone number or email addresses listed on this screen.